

~~ADMINISTRATIVE INTERNAL USE ONLY~~

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ORD-5430-72

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : 25X1A9a  
Recommendation for Promotion -  
[REDACTED]

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1. The promotion of [REDACTED] Divisional Secretary, Physics-Chemistry/ORD from GS-6, step 2 to GS-7, step 1 is recommended. She has been assigned to the GS-7 slot for over 2 years.

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2. [REDACTED] career in the Agency has been in P-C/ORD since September (EOD June) 1968. She was promoted to GS-6 in November 1970, following assumption of duties of Division Secretary with the May 1970 transfer of [REDACTED] to another assignment.

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3. Reflecting training by [REDACTED] manages office responsibilities professionally. She knows and follows procedures—some of which involve special channels and controls—well. Office records, tickler files, security, personnel matters, compliance with regulations, telephonic communications and appointment scheduling typify these duties. Particular note is made of the promptness and completeness with which [REDACTED] responds to higher echelon requests for administrative actions. The exercise of sound judgment and tact in handling telephonic matters and visitors is also worthy of note. Resourcefulness has been required to locate Divisional and Contractor personnel operating in the field in sensitive cover situations—[REDACTED] has demonstrated this capability.

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4. Secretarial skills, per se, have improved markedly in recent months. [REDACTED] increasingly prepares staff documents (routing memoranda, acknowledgments and simple memoranda) for Chief, Physics-Chemistry Division/ORD with minimal direction. Dictation is handled creditably requiring only increased use (a staff weakness) to attain a high level of proficiency. Appreciable initiative is demonstrated in discharging the housekeeping duties of her assignment. [REDACTED] arrives early, files are opened, TOP SECRET material is distributed and the day organized. At the end of the day [REDACTED] does not leave the office until the orderly procedures for security checking, etc., have been implemented.

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*Approved*

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5. [REDACTED] initiative in promoting her participation with the Personnel Recruitment Officer in a visit to her alma mater, Mount Ida College, is cited as an unusual plus. This led to a request by Mount Ida College officials for [REDACTED] to attend their annual Secretaries' Week meetings and to address the students in the Secretarial Department on her work as a secretary for a government agency. [REDACTED] with Agency security approval, handled this opportunity very well indeed.

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6. Work habits are noted as evidencing an unusual sense of responsibility with regard to punctuality, application and leave usage. Work scheduling in the office is favorably noted. At peak times [REDACTED] is responsible for priorities; at inevitable slow periods [REDACTED] insures constructive effort for herself and for the junior secretary by undertaking tasks such as file retirement, review of document storage, etc.

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7. I recommend the promotion of [REDACTED] to GS-7, step 1, at this time; she is fulfilling the responsibilities of the Divisional Secretary in P-C/ORD responsibly and well.

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[REDACTED]  
Chief, Physics-Chemistry  
Office of Research and Development

RECOMMEND APPROVAL

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[REDACTED]  
Chairman, Special Panel, ORD

15 SEP 1972

Date

APPROVAL:

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[REDACTED]  
Director of Research and Development

20 SEP 1972

Date

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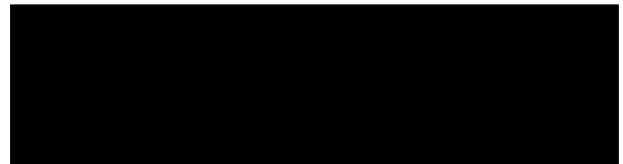
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